

# Checklist for skating rink (non-liquor)

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

Date application assigned \_\_\_\_\_ Date case completed \_\_\_\_\_

*The following requirements will be completed by the investigator working on your case*

\_\_\_\_\_ **Investigator requirement** – verification that the business does have a current license (**attach a copy**) – **sale only**

\_\_\_\_\_ **Investigator requirement** – the zoning of the premises and a map of the zoning overlay of the area immediately surrounding the proposed premise

\_\_\_\_\_ **Investigator requirement** – notification letters mailed out to all neighborhood associations within the same ZIP code as the proposed establishment and City Councilmembers who represent the same district of the proposed premise, as well as other pre-determined government entities

Yes      No

\_\_\_\_\_ **Investigator requirement** – Has the applicant or anyone with ownership in the business been convicted of a felony or other offense involving moral turpitude? **Section 12-2**

\_\_\_\_\_ **Investigator requirement** – Do you believe that the operation of such business or establishment has or will create a neighborhood nuisance or disturbance, prove a menace to the public safety, or impair the health, peace or comfort of persons working or residing in the vicinity? **Section 12-7(a)**

*All of the following information must be submitted by the applicant*

Have      Need

\_\_\_\_\_ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500

\_\_\_\_\_ Amusement application (**must be signed and notarized**). **Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

\_\_\_\_\_ A \$41 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) and/or owner(s) have resided. An active, practicing lawyer in the State of Missouri will not be subject to a criminal history record check as long a copy of the bar association card is submitted

\_\_\_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

\_\_\_\_\_ Two recent photographs of the front of the premises to be licensed

\_\_\_\_\_ A diagram of the premises including the total number of **square feet** in the building and the **number of floors**

\_\_\_\_\_ **LLC only** – a copy of the **operating agreement** listing the members and managers of the **LLC Corporation only** – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation Partnership only** – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application

\_\_\_\_\_ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925

Have   Need

- \_\_\_   \_\_\_ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925
- \_\_\_   \_\_\_ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business
- \_\_\_   \_\_\_ Schedule P from anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business. **Form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_ Declaration of intent to sell, signed by all parties and notarized – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>) – **sale only**
- \_\_\_   \_\_\_ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
- \_\_\_   \_\_\_ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_   \_\_\_ A copy of the occupant load certificate stating the occupancy load (**only needed for the following:** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_   \_\_\_ A copy of the health permit (must be from the DBA that is applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
- \_\_\_   \_\_\_ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100